

Job Title:	Montessori Campus Teaching Coach	Wage/Hour Status:	Exempt
Reports to:	Principal/Academic and School Leadership	Pay Grade:	TBA
Dept/School:	Campus	Date Revised:	June 16, 2023

Primary Purpose

Support Montessori learning and best practices. Act as campus instructional specialist to assist teachers in improving instruction in the classroom. Work in conjunction with District departments to improve academic achievement through active learning strategies.

Qualifications**Education/Certification**

Bachelor's Degree
MACTE Accredited Montessori Certificate

Special Knowledge/Skills

- In-depth knowledge of Montessori processes, materials, planning, instruction, and observational record keeping.
- In-depth knowledge in working with multi-aged student populations including At-Risk, English Language Learners, Special Education, Gifted & Talented, Homeless, and Migrant
- Demonstrated instructional leadership ability in working with administrators, teachers, students, parents, and the public
- Demonstrated ability to obtain, disaggregate, and analyze data from the Montessori Adult Record Keeping system, and develop strategies to target areas of need to improve academic achievement
- Demonstrated ability in communication, organizational, presentation, Montessori curriculum alignment, and implementation skills
- In-depth knowledge of Montessori instructional best practices and processes to monitor and gauge student progress

Experience

Three (3) years Montessori teaching experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Provide Montessori teacher support for instruction through active participation and collaboration with all District departments.
2. Provide academic support and instruction to all student populations including At-Risk, English Language Learners, Special Education, Gifted & Talented, Homeless, and Migrant, to improve academic success.
3. Provide support for social-emotional development and behavioral guidance within the Montessori Multi-Age classroom.
4. Serve as a resource for the Campus Improvement Team (CIT) to inform and set instructional goals and plan campus Montessori initiatives to meet the District Strategic Priorities.
5. Provide support to the Campus Principal in obtaining and analyzing Montessori Adult Record Keeping and Student Work Record data to identify areas of need.
6. Assist the campus leadership team in creating, implementing, and evaluating the Montessori staff development plan.
7. Provide support that enables teachers to grow in their expertise with the implementation of a TEKS-supported Montessori model.
8. Serve as a resource for supporting teachers in their implementation of quality Tier 1 instruction through the planning, set-up, and use of TEKS-aligned Montessori curriculum and materials.

9. Serve as a resource for teachers in their implementation and monitoring of Response to Intervention (RtI) including supporting formative and observational assessments.
10. Responsible for training and serving as a mentor for first year Montessori Guides to support student learning.
11. Provide support and professional development in the collection and analysis of student data (e.g., Student Work Records, Adult Montessori Record Keeping, and observations) to guide instructional decisions that improve student outcomes as specified by Title I designated school wide and State Compensatory Education (SCE) programs.
12. Plan and deliver personalized and sustained professional development for various Montessori teachers (e.g., 1:1, small group, and large group)
13. Collaborate with other Montessori Campus Teaching Coaches (CTC) to share resources, support one another, and serve as mentor.
14. Assist with facilitating future-ready learning and technology integration by building capacity to effectively use devices within the Montessori philosophy.
15. Attend district Professional Learning Communities (PLCs) and other mandatory staff development.
16. Collaborate and provide support for Montessori teachers with:
 - Implementing effective PLC's
 - Developing Texas Standards-aligned Montessori lessons
 - Vertical and horizontal alignment at the campus and district level.
 - Reaching Student Learning Goals
 - Providing flexible learning environments
 - Modeling courtesy and grace
 - Creating personalized learning experiences for all students within the multi-age classroom
 - Creating Montessori Practical Life experiences
 - Designing Montessori experiences with opportunities for rich interdisciplinary connections and project-based learning (PBL)
17. Support and encourage teacher sharing of exemplary practices, lessons, observational techniques, record-keeping strategies, and Montessori leadership.
18. Assist with the evaluation, monitoring, and maintenance of Montessori resources and materials.

School/Community Relationships

18. Interact and provide information to the community regarding Montessori programs that support all student populations
19. Act as a campus and parent liaison to communicate high expectations of student progress through engagement.
20. Participate in student, teacher, and parent conferences, as needed, regarding student progress, concerns, and Montessori philosophy.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; occasional prolonged and irregular hours; frequent local, District and state travel.

Terms of Employment

187 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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I have read and understand the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____
Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.